



September 2005
17th Edition

DEVELOPMENT SERVICES NEWSLETTER

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- MISSION STATEMENT: "Our Mission is to encourage and promote safe, quality development & construction in the City of Salina."
- WELCOME! Toni Miller and Sean Pilcher are new employees in the Building Services Division. Toni is a Permit Technician. She processes inspection requests and performs other administrative support duties. Sean is a Building Inspector. He performs inspections in the field primarily for mechanical and plumbing work.
- FAREWELL - to Jim Gross, Building Inspector. Jim will be retiring in September after 37 years of employment with the City of Salina. Good Luck and Enjoy!

How To Get a Newsletter Mailed Directly to You....
If you are reading this newsletter but are not getting one mailed **directly** to you and would like to be on the mailing list, please contact Sue Cline, 309-5715, or e-mail at sue.cline@salina.org. We would be happy to add you to the list. This newsletter is automatically mailed to all licensed and registered contractors, but we also maintain a "by request" list.

ADVISORY BOARD RECOMMENDS LICENSE CHANGES

The Building Advisory Board has recently been conducting hearings on several proposed changes to our local licensing requirements. One of the questions under consideration was whether or not the city should adopt a journeyman to apprentice ratio for supervision. After several months of consideration, the Board voted at their August meeting to recommend a change that would require that, with one exception, apprentices must be under the direct, on-the-job supervision of a journeyman or master at all times they are laboring at the trade in which they are apprenticing and that a journeyman or master may not directly supervise more than 3 apprentices at a time. The exception recommended by the board would allow service technicians to work unsupervised so long as they were only doing service work that did not require a permit.

A recent change in state law now mandates that the experience requirement for journeymen plumbers and mechanics is 2 years. In an effort to provide a window for the training of new journeymen to meet our local labor force needs, the Board recommended an implementation time line of 2 years from the date of final adoption by the City Commission before mandatory enforcement of the new requirements.

The Board is still considering several other changes to the licensing requirements of the municipal code including experience and continuing education requirements for electricians, and general contractor licensing. Once the Board has reached their final determinations regarding those changes, a revised draft of the entire section will be submitted to the Board for their review and approval and then will be forwarded to the City Commission for action. If you have any questions with regard to these recent decisions, please contact Mike Roberts in Building Services at 785-309-5715. The Building Advisory Board meets the second Tuesday of the month, at 4:00 p.m., in Room 107 of the City County Building. The public is welcome to attend.

DID YOU KNOW...?

The Building Advisory Board Agendas and minutes are available online @ www.salina-ks.gov. Click on "Departments", click on "Building Services", click on "Helpful Links", click on "Building Advisory Board". The agenda for an upcoming meeting will be posted no later than the Friday before the meeting.

WE WANT TO HEAR FROM YOU

The development process is a partnership and a team effort. City staff partners with property owners, developers, architects, engineers, and building contractors and although the process is regulatory we are always striving for improvement with regard to our level of customer service and communication. Your feedback is an important factor in assisting us with those improvements. If you are of the mindset that the process is too restrictive, demanding or time consuming, please let us know what changes you propose.

Based on your experience with recent (past five years) commercial and/or residential development and construction projects in the City of Salina please take a few minutes to complete the following survey.

Whether or not you choose to complete this survey please remember that when you have any questions or concerns about your particular development or construction projects, *please* contact us directly. The contact person for development related issues is Amy Lange, Development Coordinator at 785-309-5715. Understanding a specific situation is helpful to us all in determining the best outcome for the contractor and developer while still preserving public safety. We welcome your calls or visits and encourage you to contact us if you have issues related to the permit process, the results of an inspection, or a code interpretation.

You are welcome to drop in. We will make every effort to have someone available to visit with you at that time, or you can call ahead and schedule an appointment.

Check It Out!

On our website you will find many of our forms and handouts related to commercial and residential construction, including building permit applications and submittal requirements. You will also find local code amendments, frequently asked questions and much more! Go to www.salina-ks.gov, click on Departments, click on Building Services. Call if you need help. We are always adding information so if you have a suggestion for other development related information you would like to see on the website, please let us know. Call Sue Cline at 785-309-5715.

**How would you describe the City staff's attitude while assisting you with your project?
(scale from 1-courteous to 5-discourteous)**

1 2 3 4 5

**How would you describe the City staff's level of assistance with your project?
(scale from 1-courteous to 5-discourteous)**

1 2 3 4 5

**Rate the performance of the following departments:
(scale from 1-courteous to 5-discourteous)**

Building Services

1 2 3 4 5

Planning

1 2 3 4 5

Engineering

1 2 3 4 5

Utilities

1 2 3 4 5

Fire

1 2 3 4 5

Were there any city requirements that you felt were unnecessary? Please be specific.

Do you have any suggestions for improving our performance or any other general comments. Please be specific.

Please mail the completed survey to:

City of Salina - Survey

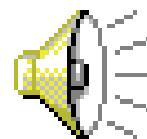
P.O. Box 736, Room 201

Salina, KS 67402-0736

THANK YOU!



Q & A



Q What inspections are required on demolition permits?

A If the demolition is for the entire structure and that structure was served by city sanitary sewer, a sewer cap inspection and a final inspection are required. The final inspection is required to confirm that the structure has been completely demolished, all debris has been removed from the site and the site is compacted and graded. ***Please remember that a final inspection is required on all demolition permits.*** The contractor needs to notify the Building Services Department when the demolition and site clean up are completed. If the demolition is a partial demolition of the structure or interior structural components, a final inspection is still required, so be sure to notify us when those types of demolitions are completed.

REQUESTS FOR REDUCTION IN REQUIRED PARKING SPACES

A request may be made for a reduction in the number of off-street parking spaces required by the city's off street parking regulations. Such requests shall be accompanied by data supporting reduced parking demand for the proposed use. The Board of Commissioners as part of a zoning change, the Planning Commission as part of a site plan approval, or the Board of Zoning Appeals through a parking variance request may approve a reduction in the required off-street parking upon finding that:

1. an adequate number of vacant parking spaces will be available at all times other than peak hours during peak season of use
2. traffic circulation in the driving aisles will not become congested by motorists searching for a vacant space; and
3. parking will not overflow into adjacent streets

REMINDER—SURVEYORS & ARCHITECTS!

When a survey is required as part of a building permit application submittal, please be sure to include the **square footage of the parcel on the survey**. Surveys submitted without this information will no longer be accepted. For a complete list of the items required to be on a survey, please request form **BLF-111** from Building Services.

REMINDER—PLUMBING CONTRACTORS

When you perform work to connect a lawn irrigation system to the water supply a permit and inspection is required.

- ***This work can be included in a building permit only if it was indicated as such by the general contractor at the time of permit application.***
- ***If it is not included in the building permit, then a stand alone permit must be obtained by the plumbing contractor.***

If you are not sure, please give us a call!

Q Can I build a detached garage or shed with pole construction and metal siding on a residential lot?

A Yes, the City of Salina does allow pole construction. As a general rule the pole building must be designed by an engineer. Typically, pole buildings have larger spans and different loading than what is seen in conventionally framed buildings, therefore the code does not have specific prescriptive code requirements for pole construction such as there is for conventionally framed buildings. Several lumber yards in this area sell pole buildings that have been designed by an engineer licensed in the State of Kansas. As a general rule, the city's zoning ordinance will require that the accessory building be similar in appearance to the house on the lot.

—COMING SOON— TO A MEETING ROOM NEAR YOU! “Everything You Ever Wanted to Know About a Site Plan”

City staff will be hosting a Site Plan Workshop in early November. Our goal is to present and discuss the information and details necessary to be included in a site plan when submitting to the City of Salina for review. Developers, Architects, Engineers, Contractors, Surveyors and Property Owners are welcome to attend. We will be sending out announcements and registration information. Please call Amy Lange, Development Coordinator at 309-5715 if you have any questions.

Development Services Dept.
300 W. Ash, Room 201
P.O. Box 736
Salina, KS 67402-0736

Phone: (785) 309-5715
FAX: (785) 309-5713
EMAIL:
building.services@salina.org

Visit the City Website
at www.salina-ks.gov

The Building Services Div. has its own web page, accessible from the City's Homepage. Other city departments also have information available on this website. To view a specific department web page, click on Departments. The website contains a variety of useful information including permit forms, fees, local code amendments, past newsletters,

GET INVOLVED IN YOUR LOCAL GOVERNMENT

The following citizen boards and commissions are groups, which are involved in various development related processes. These positions are appointed by the Salina City Commission. Vacancies do now or may soon exist on the following boards or commissions:

Board of Zoning Appeals

Building Advisory Board

Business Improvement District #1, Design Review Board

Business Improvement District #1, Board of Advisors

Planning Commission

If you are interested in serving the community by becoming a member of one of these boards or commissions, you are asked to fill out a short **Expression of Interest Form**. To be considered for the above appointments, return a completed Expression of Interest Form to the City Clerk's Office. Forms are available in the City Clerk's Office, Room 206, City-County Building, 300 West Ash Street or on the City of Salina's website at www.salina-ks.gov.

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Salina, Kansas 67402-0736

Development Services
300 West Ash Street ♦ P.O. Box 736
Salina, Kansas 67402-0736

